



Guide for Shed/Garage Applications

This Guide has been designed to assist in the preparation and submission of an application to construct a new domestic shed/garage. It is designed to help ensure that all relevant information is submitted so that your application can be assessed as quickly as possible.

When do I need Council Approval?

If you intend to do building work on your property such as erecting a new shed/garage or increasing existing floor space by extending, you may need to lodge an application to carry out the development. This applies in all areas of the Tenterfield Council Local Government Area.

Applications are required so that Council can determine whether the proposal is an appropriate use of the site according to its zoning, and complies with the provisions of the Environmental Planning and Assessment Act 1979. The Act also requires Council to ensure the project complies with the National Construction Code (formerly the Building Code of Australia BCA) and has no adverse impact upon occupants of adjacent properties in the locality.

Generally speaking, the majority of residential building work requires approval from Council.

There are two approvals required for most work and they are in the form of a **Development Consent** and a **Construction Certificate**. A Development Application (DA) is for planning approval of the project, while the Construction Certificate (CC) deals with the technical aspects.

If you do not wish to seek immediate approval for the construction work, then only a DA may be submitted initially, and subsequently the CC application may be submitted later when the construction work is approaching commencement.

Many types of straightforward residential sheds/garages may be covered by a **Complying Development Certificate**. Please consult Council's Strategic Planning and Environmental Services Department to determine if an application is able to be assessed as a Complying Development Certificate.

There are some exceptions to these rules referred to as '**Exempt Development**' being is Development that does not require approval by Council, again please consult Council's Strategic Planning and Environmental Services Department to determine if your development proposal meets the criteria for exempt development.

Council determines Complying Development Certificates and Exempt Development based upon requirements listed in State Environmental Planning Policy (Exempt and Complying Development Codes) 2008, which is legislation referenced under the Environmental Planning and Assessment Act 1979. It is highly recommended that, if you think your proposed works may be Exempt Development, you contact Council's Strategic Planning and Environmental Services Department to confirm the exemption, or to clarify requirements for your proposal.

NOTE: Proposals for any sheds or outbuildings located on an Item of Environmental Heritage as listed in Schedule 5 or located within a Heritage Conservation area as identified in Tenterfield Local Environmental Plan 2013, will require additional consideration and Council staff must be consulted. Whilst the basic information contained in this guide will still apply, consideration will also need to be given to particular style, roof pitch and external materials and colours for outbuildings in these areas.

For simplicity, throughout this Guideline, all types of Development Approval, including Construction Certificate and Complying Development, will be referred to as a Development Application (DA).

What information is needed to accompany an application?

Always required:

- Application for Development;
- Three (3) complete sets of all plans and specifications;
- Structural details endorsed by an approved Practising Structural Engineer are required for reinforced concrete slabs, footings, frames and components such as bracing and tie-down (required when lodging an application for a Construction Certificate (CC));
- Copies of relevant permits. (e.g., Home Owners Warranty Insurance or Owner Builder Permit) – required prior to the release of the development approval.

Required depending on the project:

- Statement of Environmental Effects (Development Application only);
- Other plans and specifications such as shadow diagrams, landscape plans and details of retaining walls may also be required;
- Lodgement of a Section 138 Permit for access from a public road – the majority of applications will require this permit;
- For proposals where the building work is to be carried out in close proximity to a property boundary, or the site is narrow and boundaries have not been previously identified through survey, Council may require an Identification survey to be carried out by a registered surveyor. The “ident. Survey” will identify the legal boundaries of the lot and ensure the proposed building complies with relevant setback requirements.
- Soil Test.

When do I need an Owner/Builder Permit and how do I obtain it?

- If domestic building work is to be undertaken by an owner/builder and the value of the building work is estimated to exceed \$5,000, an owner/builder permit must be obtained and a copy submitted to Council before the Construction Certificate can be released.
- If the value of work exceeds \$12,000 an owner/builder course must be completed through an accredited provider prior to obtaining the owner/builder permit. The permit can then be obtained from the Department of Fair Trading.
- The owner builder course can be completed prior to the lodgement of your application to Council. The permit can be applied for to the Department of Fair Trading once the Notice of Determination (approval) has been issued by Council.

When is Home Owners Warranty Insurance Required?

- Home Owners Warranty Insurance is required if a licensed builder is carrying out the work and the value is over \$20,000. A copy of the Home Owners Warranty Insurance Certificate must be submitted to Council prior to the issue of the Construction Certificate or Complying Development Certificate. For more information on HOWI:
<https://homewarranty.nsw.gov.au/portal/server.pt/community/a%3Bhome/255>

Other Specialist Reports

For certain developments, Council may require other specialist reports for issues such as geotechnical, flood, shadow diagrams and site contamination. Council staff will advise you if these reports are required based on site specifics.

What level of detail should be provided on Plans Accompanying the Application?

IT IS ESSENTIAL FOR ALL PLANS SUBMITTED TO INDICATE A TITLE, SCALE, NORTH POINT (SITE PLAN ONLY) AND INCLUDE THE APPLICANTS NAME, ADDRESS OF THE DEVELOPMENT AND LOT/DP NUMBER.

Additional information required may include a statement of environmental effects, erosion and sediment control plan, landscaping plans and shadow diagrams.

Attached at the end of this Guideline are sample plans for a typical development, indicating the type of information required for Council to properly assess your project.

**PLEASE NOTE, APPLICATIONS LODGED WITH PLANS DETAILED ON GRAPH PAPER,
LINED PAPER OR IN PENCIL WILL NOT BE ACCEPTED.**

Submitted plans should include:

A description of the land to be developed can be given in the form of a map which contains details of the Lot & Deposited Plan (DP) No;

1. Site Plan

A site plan of the land must be drawn to an appropriate scale and indicate:

- a) location, boundary dimensions, site area and north point of the land;
- b) existing vegetation and trees on the land;
- c) location and uses of existing buildings on the land;
- d) existing levels of the land in relation to buildings and roads;
- e) location and uses of buildings on sites adjoining the land;
- f) if the development involves building work to alter, expand or rebuild an existing building, a scaled plan of the existing building;
- g) access point from the public road system.

2. Elevations Plans

Plans or drawings describing the proposed development must indicate (where relevant):

- a) the location of proposed new buildings or works (including extensions or additions to existing buildings or works) in relation to the land's boundaries and adjoining development;
- b) elevations showing heights;
- c) proposed methods of draining the land.

3. Specifications

A) Building Specifications

The specifications are to:

- (i) describe the construction (including the standards that will be met), the materials which will be used to construct the building;
- (ii) state whether the materials proposed to be used are new or second hand and give details of any second-hand materials to be used;

Where you propose to modify specifications that have already been approved, please mark the approved specifications (by colour or otherwise) to show the modification.

If an alternative solution is proposed to meet the performance requirements of the BCA, the application must also be accompanied by a copy of the alternative solution. Evidence of any accredited building product or system on which you seek to rely.

A) Footing / Slab Design

For all new buildings submit a design certified by a structural engineer. For smaller additions Council may consider a design that demonstrates compliance with AS2870 Residential Slabs and Footings Construction.

B) Frame Construction Design/Detail

- (i) Steel Frames and Beams

Will be required to be certified by a structural engineer in accordance with any relevant Australian Standards.

- (ii) Timber Frames

Applicants will be required to specify the size, spacing and stress grading of all timber components in accordance with AS1684 Residential Timber-Framed Construction. Bracing, tie down and joint schedules required for Construction Certificate applications.

Note: If the roof construction incorporates steel or timber roof trusses, simply indicate roof trusses to be provided to manufacturer specifications and Council will not require any further information on the trusses until prior to the frame inspection.

4. General

The consent authority may, within 21 days of receiving the development application, ask for additional information on the development if that information is necessary for the determination of the application or if that information is required by a concurrence authority.

Under s 80 (10A) of the Environmental Planning and Assessment Act 1979 development consent cannot be granted until any long service levy payable under section 34 of the Building and Construction Industry Long Service Payments Act 1986. Council is be authorised to accept payment.

Access to the Building Site

Any existing or new access from a public road to the property boundary, must comply with Council's current requirements contained in the Road Network Management Plan. Works within the Road Reserve (Section 138) may include (but is not limited to) driveway access crossing, construction of kerb and gutter, footpath/cycle path, drainage works, shoulder widening, etc. A separate application form must be lodged to enable Council to consider the works required.

Who Should Prepare Plans To Accompany The Application?

In most cases the plans submitted with the application are to be prepared by suitably qualified persons including architects, surveyors and engineers where appropriate. Inaccurate or poorly drawn plans lead to delays in processing of the application and in some instances, may result in refusal of the proposal.

What is the Estimated Cost of Work?

Estimate the value of building works. Provide the value of work as shown on the contract or quote. If an owner builder, the value needs to include an estimate of cost of materials plus a realistic valuation of labour. This estimated value is subject to check by Council.

What about site inspections?

A site inspection is carried out by Council's Health & Building Surveyors or Senior Planner as part of the assessment of your application. It is important to ensure that the location of the property is adequately described and easy to locate and any specific access requirements are clearly identified. E.g. locked gates, 4WD access.

After my Application is Determined, how will I be Advised?

You will be advised in writing of the determination of your application. If your application is granted consent then you will be sent a copy of the Development Consent including conditions of Consent and approved plans. Should your application be refused, a refusal notice will be sent advising you of the grounds of refusal. However, Council will contact you before any refusal is issued to determine if there are ways in which the application can be modified to achieve approval.

In summary, your application package will include:

- Application form/s for the proposed development;
- Owner Builder Permit OR Home Owners Warranty Insurance;
- Plans of the development;
- Application for a Rural Address Number (RAN) if outside village area;
- Section 138 Application form (if applicable).
- Scheduled fee – payable at time of lodgement of the application.

Further Enquires:

Tenterfield Shire Council
Strategic Planning &
Environmental Services Department
247 Rouse Street (PO Box 214)
TENTERFIELD NSW 2372
Ph 02 6736 6002

PLEASE NOTE: Building and engineering design is specialised and complex. Council officers can provide advice on whether plans and specifications for that aspect of the development comply with applicable legislative requirements, however Council officers are unable to provide advice on how to produce or amend plans and specifications relating to the aspect of development so that they will comply with applicable legislative requirements.

You may consider employing a consultant who can assist in preparing your application. Council officers cannot recommend consultants.

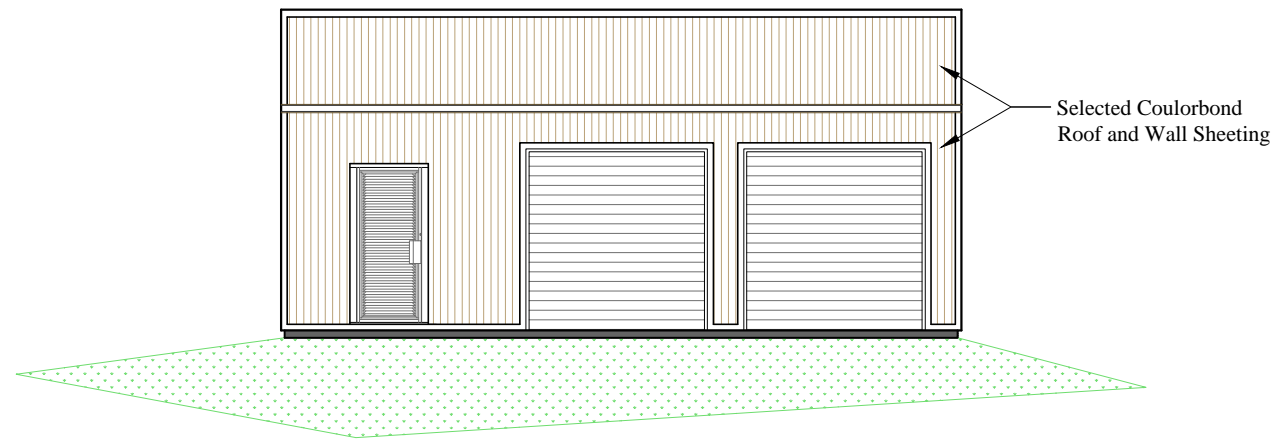
Before submitting an application to Council it is strongly recommended that the applicant discusses the proposal with a staff member within the Department. Please call the office on (02) 6736 6002 to arrange a pre-lodgement meeting.

Basic steps to follow:

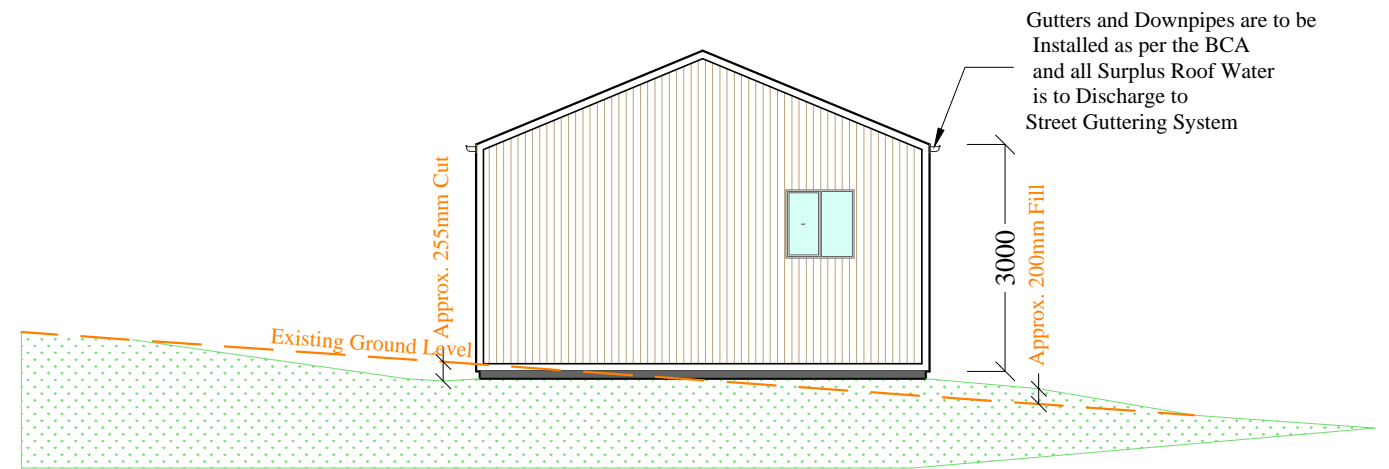
Confirm with the appropriate Council Officer:

- that an application is needed;
- what application will be compulsory for your proposal;
- what information you are required to provide on the lodgement of your proposal.

Compliance with relevant Acts, Regulations, and Codes along with Council Policies, Conditions and Plans will apply.

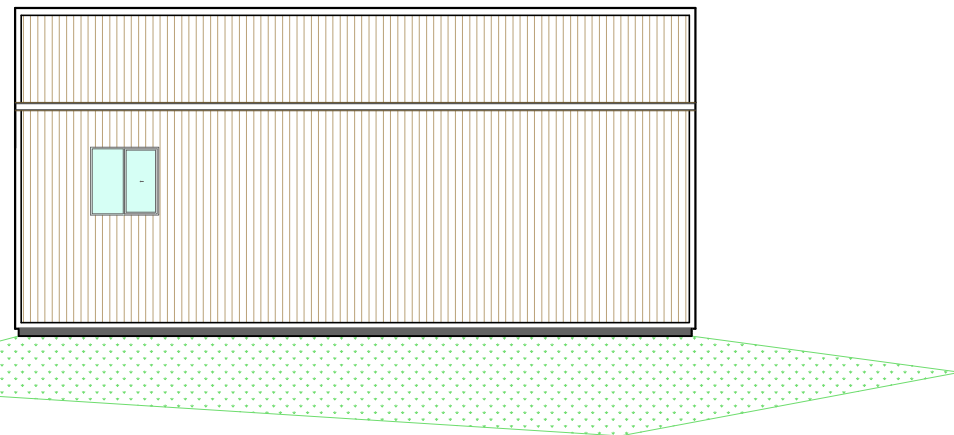


North

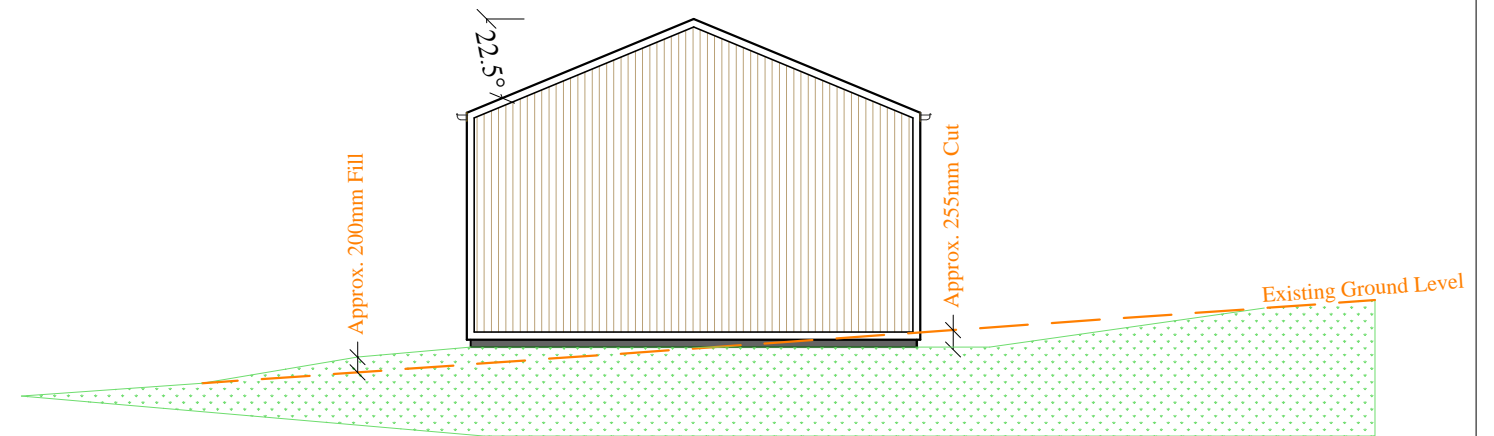


East

Essential Information to be shown on Elevations:
 Identification of Direction of Elevation
 Roof Pitch
 Wall and Roof Materials
 Gutter and Downpipe Location
 Raised Level of Building above Existing Ground Level
 Approximate Cut and Fill (if applicable)
 Identification of Fire Rated Walls (if Applicable)
 Window Sizes and Location
 Roof Lines of Building



South



West

Elevations

Scale: 1: 100

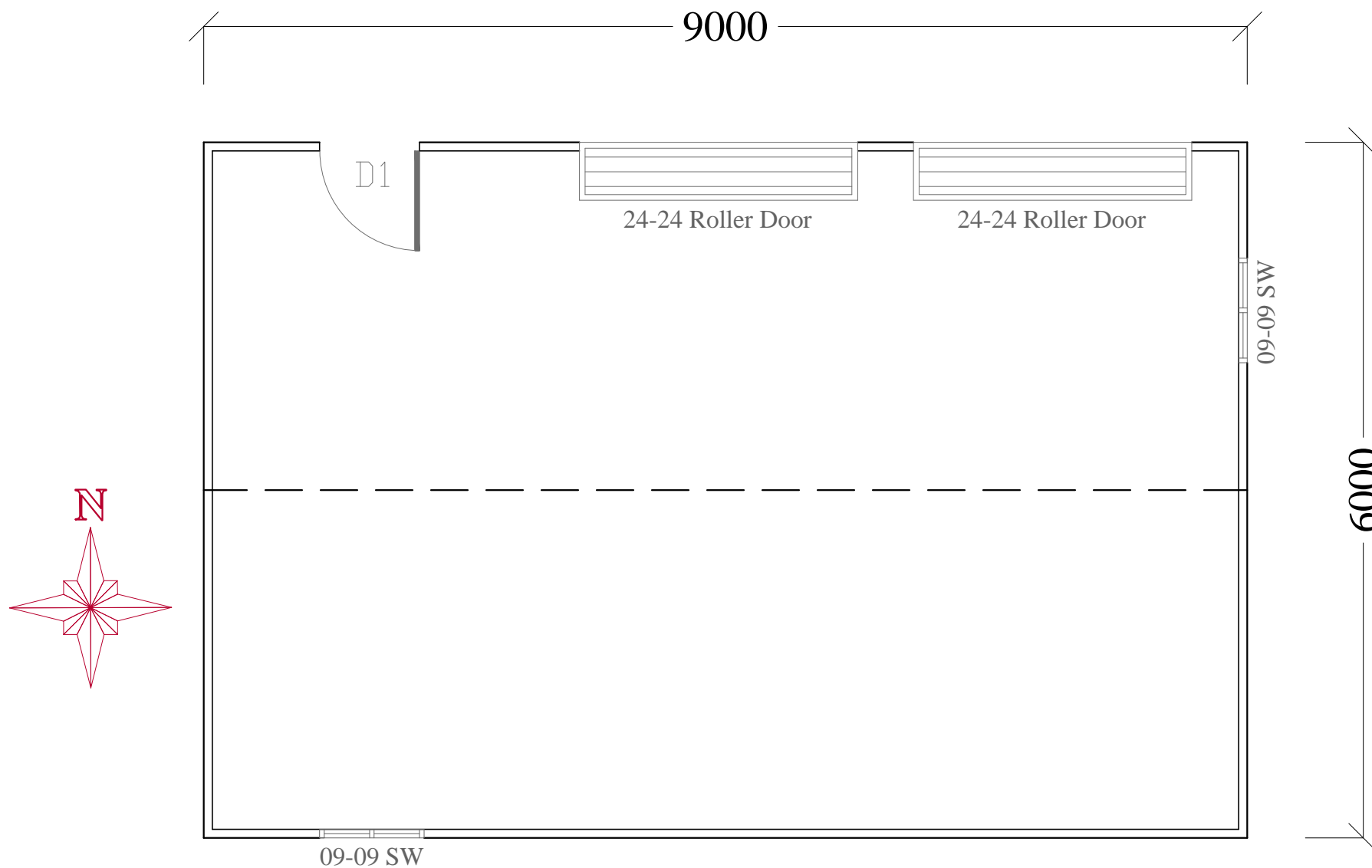
NOT FOR CONSTRUCTION

TENTERFIELD SHIRE COUNCIL

Example Plans for Proposed Shed

Revision:	1
Drawing:	Elevations
Page:	2 of 3
Drawn:	TSC
Date:	03 February 2015
Scale:	1 : 100





Essential Information to be shown on a floor plan:
 Internal Layout of Building
 Facilities in Building (Shower, Basin, WC etc. If applicable)
 Dimensions of Building
 Raised Level of Building above Existing Ground Level
 Window Sizes and Location
 Door Sizes and Location
 Roof Lines of Building
 North Point

Additional Information to be Provided with a Shed Application:
 A Full Set of Engineer Certified Structural Drawings, including:

- Slab/Footing Layout;
- Slab/Footing Details;
- Framing Details;
- Bracing Details; and
- Member Connection Details.

Floor Plan

Scale: 1: 50

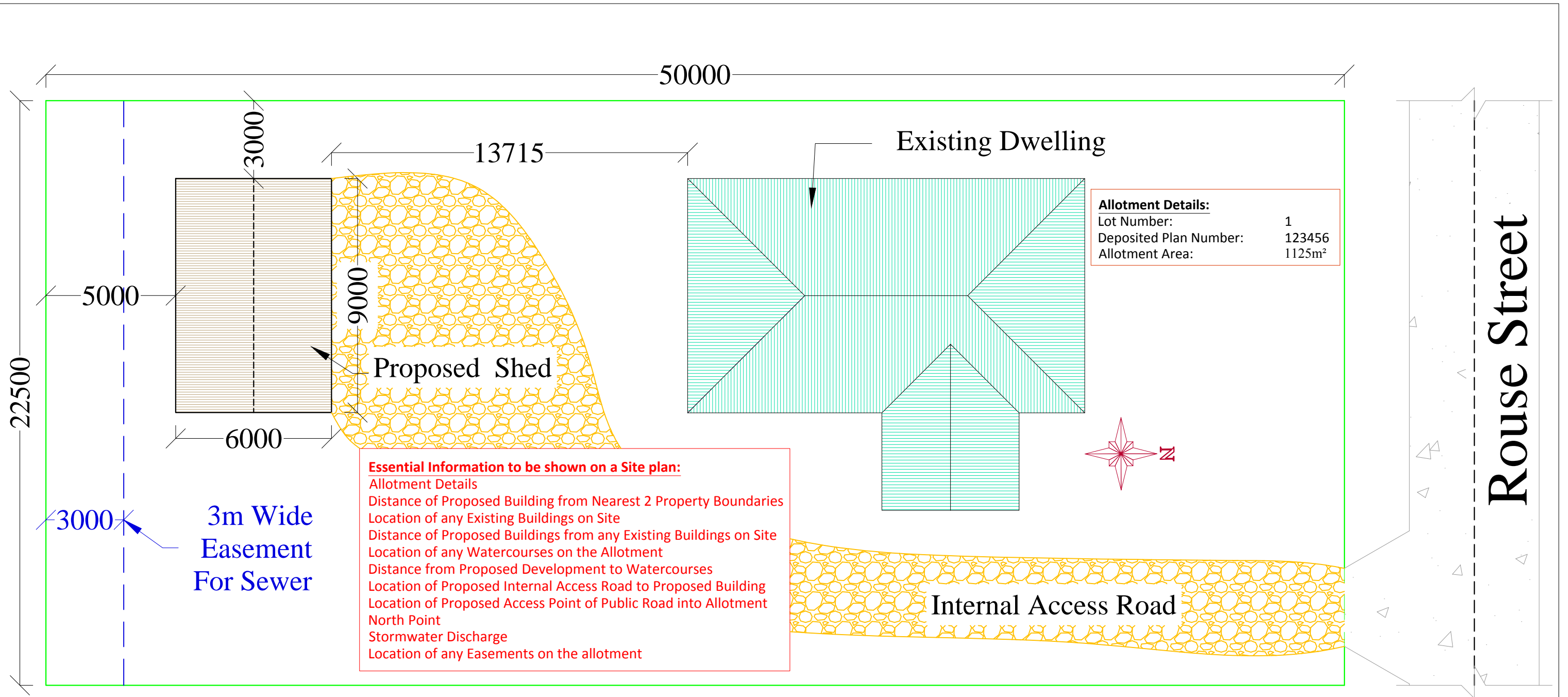
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Example Plans for Proposed Shed

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Scale:	1 : 50





Site Plan

Scale: 1: 150

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Example Plans for Proposed Shed

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Drawing:	Site Plan
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Drawn:	TSC
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Scale:	1 : 150

